



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

**NOTIFICATION OF STATEWIDE CONTRACT**

November 22, 2013

**CONTRACT TITLE:** Patrol Vehicles: Current Model Year  
**CURRENT CONTRACT PERIOD:** November 27, 2014 through End of Model Year  
**BUYER INFORMATION:** Tammy Michel  
 (573) 751-3114  
[Tammy.Michel@oa.mo.gov](mailto:Tammy.Michel@oa.mo.gov)

<b>RENEWAL INFORMATION</b>	<b>NO RENEWAL OPTION AVAILABLE</b>
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ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
 PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.  
 Local Purchase Authority shall not be used to purchase supplies/services included  
 in this contract unless specifically allowed by the contract terms.

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's  
**Awarded Bid & Contract Document Search** located on the Internet at <http://www.oa.mo.gov/purch>.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C114088001	4313370020 1	Don Brown Chevrolet, Inc. and Ally Contact: David Helterbrand 2244 South Kingshighway St. Louis, MO 63110 Phone: (314) 772-1400 Fax: (314) 772-1022 Email: <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a>	No	Yes
C114088002	4312062830 4	Lou Fusz Chrysler/Jeep/Dodge Contact: Michael Benz 3480 Highway K O'Fallon, MO 63368 Phone: (636) 442-8100 (x-8129) Fax: (636) 442-8152 Email: <a href="mailto:mbenz@fusz.com">mbenz@fusz.com</a>	No	Yes

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C114088003	4315457930 1	Lou Fusz Ford Contact: Andy Eldridge #2 Caprice Drive Chesterfield, MO 63005 Phone: (636) 532-9955 Fax: (636) 519-2587 Email: <a href="mailto:andyeldridge@fusz.com">andyeldridge@fusz.com</a>	No	Yes

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

<b>Contract Period</b>	<b>Issue Date</b>	<b>Summary of Changes</b>
<b>11/18/13 – End of Current Model Year</b>	<b>11/18/13</b>	<b>Initial issuance of new statewide contract</b>

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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**GENERAL INFORMATION**

C114088001, C1140088002, and C114088003 are established for the purchase of current model year police package sedans. These are law enforcement vehicles and their purchase must be intended for law enforcement use. Specific information on warranty, ordering and delivery terms follows. Vehicle specifications and prices, including options, are included herein.

**BRAND AND MODEL**

C114088001:	Brand: Chevrolet Brand: Chevrolet	Model: Caprice 9C1 Police Package Sedan Model: Chevrolet Impala 9C1 Police Package Four Door Sedan
C114088002:	Brand: Dodge	Model: Charger Police Sedan
C114088003:	Brand: Ford Brand: Ford	Model: Police Interceptor Sedan Model: Police Interceptor Utility

**WARRANTY**

The Standard Factory Warranty shall apply to all vehicles. A properly executed warranty must be delivered with the vehicle. The warranty shall not become effective until the unit is placed in service. If special forms must be filed with the contractor, the State of Missouri will comply with this request.

The warranty shall commence upon delivery and acceptance of the equipment/supplies by the State of Missouri.

**ORDERING**

The agency shall issue its own PGQ (Quick Price Agreement) order on an as needed basis. The contractor must not ship until they are in receipt of a hard copy PGQ order.

The commodity service code to use for line items 001, 006, 008, 017, and 022 in SAM II will be 07006. The commodity service code to use for line item 008 will be 07048.

**DELIVERY**

Must be made between the hours of 8:00 AM and 12:00 Noon or 1:00 PM and 4:00 PM, Monday through Friday, holidays excepted.

In the event the contractor fails to deliver the vehicle by the stated ARO time, the State of Missouri reserves the right to find the same or similar vehicle from another source, and to charge the contractor the difference for the substitution. The State of Missouri reserves the right to exercise this clause on a case-by-case basis, and to consider the degree of contractor responsibility in the delay.

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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**Contract Number: C114088001**

**Contractor: Don Brown Chevrolet Inc. & Ally**

**Line Item 001**

**Commodity Service Code: 07006**

**MAKE/MODEL: 2014 Chevrolet Caprice 9C1 Police Package Sedan**

**PRICE: \$26,527.00**

**EQUIPMENT INCLUDED IN PRICE**

- 6.0 liter V8 gasoline engine with heavy duty cooling system and auxiliary engine oil cooler
- Rear wheel drive
- Six (6) Speed heavy duty transmission for police operation, with auxiliary oil cooler, column mounted shift lever
- 2.92 to 1 Rear Axle Ratio, Limited Slip
- Electric Assist rack and pinion steering
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Heavy-duty 4 wheel independent front and rear suspension equipped with heavy-duty front and rear stabilizer bars
- Tilt and telescoping steering wheel
- Five (5) Goodyear P235/50R18 BSW tires "W" speed rated, (includes full size spare)
- Five (5) 18" x 8" heavy-duty steel wheels (includes full size spare)
- Full wheel covers
- 170 ampere alternator
- 700 c.c.a heavy-duty battery
- 700 c.c.a heavy-duty auxiliary battery located in trunk. Must include isolator to prevent main battery rundown
- Cruise control factory installed
- Factory installed air conditioning with integral heater and defroster
- Electric rear window defroster
- Speedometer, Police type, 0-160 MPH, certified for accuracy
- AM/FM Radio
- Power windows and door locks. Rear power windows operable from rear seat and driver's seat. Rear window lockout switch controllable from the driver's position
- Rear inside door locks and handles fully operable
- Single key system for ignition, door, and deck lid with two (2) keyless entry key fobs. Each vehicle keyed differently
- Deck lid key lock cylinder. Driver side front door lock cylinder
- Automatic Deck Lid Release: electric to unlock the deck lid from driver's position inside vehicle, ignition powered
- Outside Rearview mirrors power-heated
- Heavy-duty front bucket seats reinforced for increased support and covered with heavy duty cloth fabric. No center console. 4-way adjusting driver and passenger seat with manual fore-aft movement. There shall be an equipment mounting platform between seats.
- Heavy-duty cloth fabric rear bench seat
- Driver and front passenger air bags, head curtain and knee air bags for driver and front passenger only, front seat back mounted thorax air bags
- Full color keyed carpeting
- Manufacturer's carpeted mats
- Front license bracket
- Left (driver side) factory spotlight provision with 6" halogen spotlight installed
- Factory installed overhead red/white auxiliary dome lamp wired and switched independently from standard dome lamp
- Front and rear dome lamps. Front dome lamp shall have switches for on/off to disable the automatic lamp function
- Grill lamp and siren speaker wiring provision
- Horn/siren wiring circuit for connection of agency furnished switch
- Standard production solid color exterior and standard interior trim

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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**AVAILABLE OPTIONS**

**Line Item 002– \$ 165.00 (Includes limited slip)**

6.0 liter V8 gasoline engine, delete, and replace with 3.6 liter V6 gasoline engine. Also deletes, external engine oil cooler.

**Line Items 003 - \$212.00 (credit)**

Auxiliary equipment battery, delete.

**Line Item 004 - \$63.00**

Head curtain roof rail mounted airbags, combined front and rear passenger.

**Line Item 005 - \$127.50**

6 Keys with integrated remote entry

**DELIVERY:** 180 days after receipt of order

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*The following line items will apply to co-operative procurement and state agency orders.*

**Line Item 028 - \$595.00 per vehicle**

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

**Line Item 033 - \$0.98 per mile**

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

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**Contract Number: C114088001**

**Contractor: Don Brown Chevrolet Inc. & Ally**

**Line Item 006**

**Commodity Service Code: 07006**

**MAKE/MODEL: 2014 Chevrolet Impala 9C1 Police Package Four Door Sedan      PRICE: \$20,186.00**

**EQUIPMENT INCLUDED IN PRICE**

- V-6, 3.6 Liter Gasoline Engine with Heavy-Duty Cooling system and auxiliary engine oil cooler
- Front wheel drive
- Six speed automatic transmission, heavy-duty for police operation. Column shifter and external oil cooler
- Heavy-duty power rack and pinion steering with oil cooler
- Tilt steering wheel
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Four wheel heavy-duty independent suspension with heavy-duty front and rear stabilizer bars
- Four (4) P235/55R17 BSW "W" speed rated tires
- Four (4) 17" heavy-duty steel wheels
- Manufacturers option full wheel covers
- Compact spare tire/wheel
- 170 ampere alternator
- Heavy-duty battery for police use
- Police type 0-140 mph speedometer certified for accuracy
- Cruise control
- Automatic deck lid release
- Driver and passenger front air bag, side curtain air bags driver and passenger, driver and front passenger seat mounted thorax air bags
- AM/FM Stereo
- Power windows and door locks, rear window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Single key locking system with two (2) keyless entry key fobs. Each vehicle keyed differently
- Deck lid and driver door lock cylinders
- Protective body side moldings
- Air conditioning with integral heater and defroster
- Electric rear window defroster
- Reinforced heavy-duty front bucket seats with heavy-duty cloth fabric. No center console. Power adjusting driver and passenger seat
- Heavy-duty cloth fabric rear bench seat
- Full carpeting, both front and rear
- Manufacturer's carpeted mats
- Front license bracket
- Spotlight provision; left hand with 6" halogen spotlight
- Courtesy lamp disable, lamps controlled by IP switch only
- Auxiliary dome lamp
- Grill lamp, siren speaker wiring provision
- Power heated outside rear view mirrors
- Standard production solid color exterior and standard interior trim
- Horn/siren wiring circuit

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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**AVAILABLE OPTIONS**

**Line Item 007 - \$242.00** - Delete

Detective Street Appearance Package. Includes spotlight and spotlight provision delete (9C3 Option)

**DELIVERY:** Approximately 80 days after receipt of order.

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*The following line items will apply to co-operative procurement and state agency orders.*

**Line Items 029- \$595.00 per vehicle**

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

**Line item 033 - \$0.98 per mile**

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if required.

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**Contract Number: C114088002**

**Contractor: Lou Fusz Chrysler, Jeep, Dodge**

**Line Item 008**

**Commodity Service Code: 07006**

**MAKE/MODEL: 2014 Dodge Charger Police Sedan**

**PRICE: \$23,145.00**

**EQUIPMENT INCLUDED IN PRICE**

- V-8 type, 5.7 liter gasoline engine with heavy-duty cooling system and engine oil cooler
- Rear wheel drive
- 2.65 to 1 Rear Axle Ratio
- Five speed automatic with overdrive transmission, heavy-duty for police operation, column shifter.
- Heavy-duty electro-hydraulic power rack and pinion steering with oil cooler
- Tilt steering wheel
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Heavy-duty four wheel independent suspension
- Five (5) Goodyear tires, P225/60R18 BSW, "W" speed rated (includes spare)
- Five 18" x 7.5" steel wheels with manufacturers optional 18" full wheel covers (includes spare)
- 220 ampere alternator
- Heavy-duty 800 c.c.a. minimum battery
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- Power deck lid release, ignition powered
- Police type certified 0-160 mph speedometer
- AM/FM stereo
- Driver and front passenger air bags, driver and passenger side curtain air bags and driver and front passenger seat mounted thorax air bags
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Heavy-duty front bucket seats reinforced for increased support and covered with heavy-duty cloth fabric. No center console. Power-adjusting driver seat
- Heavy-duty cloth bench rear seat
- Full carpeting both front and rear
- Manufacturer's carpeted floor mats
- Front license bracket
- Spotlight provision, left hand with 6" halogen spotlight
- Factory dome/map lamp delete
- High intensity red/white auxiliary dome lamp wired and switched independently
- Power heated outside rear view mirrors
- Single key locking system
- Keyless entry system
- Standard Production Solid Color Exterior and Standard Interior Trim
- Factory installed optional police equipment mounting bracket located between the front seats

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

**AVAILABLE OPTIONS**

**Line Item 009 – \$1,085.00 (credit)**

5.7 liter V8 engine delete and replace with 3.6 liter V6 engine (credit).  
V6 engine is not available in conjunction with all wheel drive option.

**Line item 010 - \$1,800.00**

Optional automatic all-wheel drive system. Changes axle ratio from 2.65 to 3.06. Not available with V6 engine.  
NOTE: This system will be available for late delivery.

**Line Item 011 - \$142.00 (credit)**

Full size spare tire/wheel, delete, and replace with spare tire/wheel

**Line Item 012 - \$495.00**

Detective street appearance package. Includes spotlight and spotlight provision delete

**Line Item 013 - \$350.00**

Left (driver side) factory spotlight provision with 6” LED spotlight installed in lieu of a halogen spotlight

**Line Item 014 - \$495.00**

Connectivity Group, includes UConnect voice command with Bluetooth and auto-dimming rear view mirror with microphone

**Line Item 015 – NO AWARD**

**Line item 016 - \$480.00**

Power adjustable pedals.

**DELIVERY:** Approximately 45-60 days after receipt of order.

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*The following line items will apply to co-operative procurement and state agency orders.*

**Line Item 030 - \$500.00 per vehicle**

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

**Line Item 033 - \$1.50 per mile**

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

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**Contract Number: C114088003**

**Contractor: Lou Fusz Ford**

**Line Item 017**

**Commodity Service Code: 07006**

**MAKE/MODEL: 2014 Ford Police Interceptor Sedan**

**PRICE: \$25,913.00**

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

**EQUIPMENT INCLUDED IN PRICE**

- V-6 type, 3.5 liter turbo-charged (EcoBoost) gasoline engine with heavy-duty cooling system and engine oil cooler
- 148 mph top speed calibration
- All wheel drive
- Six speed automatic heavy-duty police calibration, column mounted gear selector and external oil cooler
- Heavy-duty electric power assist steering
- Tilt steering wheel
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Independent front and rear suspension. Front and rear stabilizer bars
- Five (5) tires, 245/55R18 BSW, “W” speed rated (includes spare)
- Five (5) 18” x 8” heavy-duty steel wheel (includes spare)
- 18” Full Wheel Covers
- 220 ampere heavy duty alternator
- 750 c.c.a. minimum battery
- Police type speedometer certified for accuracy
- Spotlight provision, left hand with 6” unity halogen spotlight
- Police power pigtail harness
- Pre-wiring for LED, siren, and speaker
- Courtesy lamps disabled when any door is opened
- Front row overhead red/white auxiliary dome lamp
- Standard Production Solid Color Exterior and Standard Interior Trim
- Power windows and door locks, rear power windows operable from rear seat and driver’s seat, rear window lockout switch controllable from driver’s position
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- AM/FM Stereo Radio
- Power adjustable brake and accelerator pedals
- Radio noise suppression bonding straps
- Rear inside door locks and handles fully operable
- Automatic Deck Lid Release, ignition controlled
- Deck lid and driver door key lock cylinder
- Single key locking system
- Heavy-duty front bucket seats without console, designed for police usage and covered with heavy-duty cloth fabric. 6-way power adjusting driver seat
- Heavy-duty cloth bench rear seat
- Driver and front passenger air bags, driver and passenger side curtain air bags, and driver and front passenger seat mounted thorax air bags
- Full carpeting both front and rear
- Carpeted floor mats
- Front license bracket
- L.H and R.H power heated power adjusting outside rearview mirrors
- Remote Keyless entry with a minimum of two (2) FOBs
- Head lamp housing prep package. Does not include LED installed lights

**AVAILABLE OPTIONS**

**Line Item 018 – \$2,763.00 (credit)**

Turbo-charged 3.5 liter V6 engine delete and replace with normally aspirated 3.7 liter V6 gasoline engine with all wheel drive

**Line Item 019 - \$3,594.00 (credit)**

Turbo-charged 3.5 liter V6 engine and all-wheel drive delete and replace with normally aspirated 3.5 liter V6 gasoline engine with front wheel drive.

**Line Item 020 - \$590.00**

Ford Sync

**Line Item 021 - \$205.00**

Left (driver side) factory spotlight provision with 6” LED Whelen spotlight installed in lieu of halogen spotlight

**DELIVERY:** Approximately 90-120 days after receipt of order.

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*The following line items will apply to co-operative procurement and state agency orders.*

**Line Item 031 - \$655.00 per vehicle**

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

**Line Item 033 - \$1.50 per mile**

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

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**Contract Number: C114088003**

**Contractor: Lou Fusz Ford**

**Line Item 022**

**Commodity Service Code: 07006**

**MAKE/MODEL: 2014 Ford Police Interceptor Utility AWD**

**PRICE: \$25,475.00**

**EQUIPMENT INCLUDED IN PRICE**

- V-6 type, 3.7 liter normally aspirated gasoline engine with heavy-duty cooling system and engine oil cooler
- All wheel drive
- Six speed automatic heavy-duty police calibration, column mounted gear selector and auxiliary oil cooler
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Heavy-duty electric power assist steering
- 750 c.c.a. minimum battery
- Police type speedometer certified for accuracy
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- AM/FM Stereo Radio
- Power adjustable brake and accelerator pedals
- Radio noise suppression bonding straps
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Lift gate key lock cylinder and driver door key lock cylinder
- Single key locking system
- Heavy-duty front bucket seats without center console, designed for police usage and covered with heavy-duty cloth fabric. 6-way power adjusting driver seat
- Privacy glass for second and third row
- Heavy-duty cloth bench rear seat
- Tilt steering wheel
- Independent front and rear suspension. Front and rear stabilizer bars
- Five (5) tires, 245/55R18 BSW, "W" speed rated (includes spare)
- Five (5) 18" x 8" heavy-duty steel wheel (includes spare)
- 18" Full Wheel Covers
- 220 ampere heavy-duty alternator
- Driver and front passenger air bags, driver and passenger side curtain air bags and driver and front passenger seat mounted thorax air bags
- Full carpeting first and second row
- Carpeted floor mats
- Front license bracket
- Spotlight provision, left hand with 6" halogen spotlight
- Police power pigtail harness
- Pre-wiring for LED lamp, siren and speaker
- Courtesy lamps disabled when any door is opened
- First row red/white auxiliary dome lamp
- Red/White overhead dome lamp in cargo area.
- Headlamp housing prep package. Does not include LED installed lights.
- Standard production solid color exterior and standard interior trim
- Left hand and right hand power adjusting outside rearview mirrors
- Remote keyless entry with a minimum of two (2) fobs

**AVAILABLE OPTIONS**

**Line Item 023 - \$3,575.00**

Delete standard 3.7 liter V6 normally aspirated gasoline engine and replace with 3.5 liter V6 Turbo – charged (Ecoboost) gasoline engine.

NOTE: This engine will be available for late delivery.

**Line Item 024 - \$98.00 (credit)**

Delete carpet and replace with black vinyl floor covering. Also deletes carpeted floor mats.

**Line Item 025 - \$610.00**

Auxiliary air conditioning

**Line Item 026 - \$295.00**

Ford Sync

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

**Line Item 027 – \$251.00**

Left (driver side) factory spotlight provision with 6” LED Whelen spotlight installed in lieu of halogen spotlight.

**DELIVERY:** Approximately 90 to 120 days after receipt of order.

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*The following line items will apply to co-operative procurement and state agency orders.*

**Line Item 032 - \$655.00 per vehicle**

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

**Line Item 033 - \$1.50 per mile**

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

**PATROL CARS- CURRENT MODEL YEAR  
(STATEWIDE CONTRACT)**

State of Missouri  
Office of Administration  
Division of Purchasing and Materials Management  
Contract Performance Report

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Describe Product Purchased (include Item No's., if available):** \_\_\_\_\_

**Rating Scale:** 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:**

Office of Administration  
Division of Purchasing and Materials Management  
301 West High Street, RM 630  
PO Box 809  
Jefferson City, Missouri 65102  
**You may also e-mail form to the buyer as an attachment at**  
[tammy.michel@oa.mo.gov](mailto:tammy.michel@oa.mo.gov)



State of Missouri  
 Office of Administration  
 State Fleet Management Program  
 Post Office Box 809, Jefferson City, MO 65102  
 573/751-4534  
 FAX 573/751-7819

Agency Tracking # (Optional)	
Date Received SFM Use Only	
Tracking Number SFM Use Only	

### VEHICLE PREAPPROVAL FORM (Page 1)

Department/Division	Agency Contact Name
SAM II Order #	Agency Contact Fax

SECTION A		
<b>Expansion/Replacement</b>	<input type="checkbox"/> Expansion <input type="checkbox"/> Replacement <i>(Complete Section D for Expansion Requests)</i>	<b>Purchase Price \$</b>
<b>Purchase From:</b>	<input type="checkbox"/> State Contract <input type="checkbox"/> Surplus <input type="checkbox"/> MSHP	<b>Purchase Option (check all that apply)</b> <input type="checkbox"/> Purchase <input type="checkbox"/> Lease-Purchase <input type="checkbox"/> Credits (Section 37.452 RSMo)
<b>Vehicle Requested</b>	<input type="checkbox"/> New <input type="checkbox"/> Used (Check One)	
VEHICLE DATA	VEHICLE TO BE REPLACED	REQUESTED VEHICLE
<b>Year</b>		
<b>Make</b>		
<b>Model</b>		
<b>VIN</b>		N/A
<b>License Number</b>		N/A
<b>Inventory Number</b>		N/A
<b>Current Odometer</b>		<i>(leave blank for new vehicles)</i>
<b>Annual Miles Driven</b>	<i>Prior FY Actual</i>	<i>Estimated</i>
<b>Vehicle Category</b>	Pick One	Pick One
<b>Vehicle Subcategory</b>	Pick One	Pick One
<b>Check all that apply</b>	<input type="checkbox"/> 4WD <input type="checkbox"/> Police Equipped	<input type="checkbox"/> 4WD <input type="checkbox"/> Police Equipped
<b>Primary Assignment</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Function <input type="checkbox"/> Pool	<input type="checkbox"/> Individual <input type="checkbox"/> Function <input type="checkbox"/> Pool
<b>Assignment Name</b>		
<b>Vehicle Purpose</b>	<input type="checkbox"/> Employee Transportation <input type="checkbox"/> Client Transportation <input type="checkbox"/> Task Specific (describe below) <input type="checkbox"/> Special Purpose (describe below)	<input type="checkbox"/> Employee Transportation <input type="checkbox"/> Client Transportation <input type="checkbox"/> Task Specific (describe below) <input type="checkbox"/> Special Purpose (describe below)
<b>Reason for Replacement</b>	<input type="checkbox"/> Routine (Over 120,000 miles) <input type="checkbox"/> Other <i>(Complete Section E)</i>	<b>Actual Disposal Date/Miles</b> <i>(SFM use only)</i>
<b>Estimated Disposal Date</b>		

SECTION B: SIGNATURES	
<b>Agency Head or Designee</b>  _____  Date: _____	<b>State Fleet Manager</b>  _____  <input type="checkbox"/> Approved  <input type="checkbox"/> Denied  Date: _____



State of Missouri  
 Office of Administration  
 State Fleet Management Program  
 Post Office Box 809, Jefferson City, MO 65102  
 573/751-4534  
 FAX 573/751-7819

Agency Tracking # (Optional)	
Date Received SFM Use Only	
Tracking Number SFM Use Only	

VEHICLE PREAPPROVAL FORM (Page 2)

**SECTION C: ADDITIONAL JUSTIFICATION FOR CERTAIN VEHICLE TYPES**

This section must be completed if a SUV, four wheel drive vehicle, full size sedan or a police equipped vehicle is requested for individuals other than POST certified officers.

Special Requirements: Check all that apply and then describe in detail in the space provided below.

- Regularly driven off road or on unimproved roads
- Equipment/Tool Storage
- Passenger Occupancy
- Utility Features
- Other

Please describe the specific need here. Include justification describing why a lower cost; more fuel-efficient vehicle is not sufficient to meet agency needs.

**SECTION D: ADDITIONAL JUSTIFICATION FOR EXPANSION VEHICLES**

This section must be completed for expansion vehicle requests.

Reason for Expansion: Check all that apply and then describe in detail in the space provided below:

- New Statutory Requirements
- Fleet Increase Approved by General Assembly
- Program Changes
- Other

Describe the need to expand the fleet here.

**SECTION E: REASON FOR REPLACEMENT**

If "Other" was selected as the reason for replacement on page one please provide additional information below.

**ADDITIONAL INFORMATION** (optional)



**State of Missouri  
Office of Administration  
State Fleet Management Program  
Post Office Box 809, Jefferson City, MO 65102  
573/751-4534  
FAX 573/751-7819**

## VEHICLE PREAPPROVAL FORM

### INSTRUCTIONS & INFORMATION

All new or used vehicle purchases must be approved in accordance with Executive Order 05-02 and the State Vehicle Policy (SP-4) which also requires vehicles under 10,000 GVWR (Gross Vehicle Weight Rating) to be pre-approved by the State Fleet Manager). The State Vehicle Policy may be viewed at <http://www.oa.mo.gov/gf/fm/index.htm>. This includes vehicles purchased directly from other state agencies or State Surplus Property. State Surplus Property requires a signed pre-approval form prior to selling a used vehicle to a state agency.

#### STEP-BY-STEP INSTRUCTIONS TO COMPLETE THE PREAPPROVAL FORM

Complete Section A with information on the vehicle to be purchased and the vehicle to be replaced (if applicable).  
Complete Section C if the request is to request purchase an SUV, four wheel drive pickup, full size sedan or a police equipped vehicle to be operated by individuals other than POST certified law enforcement officers.  
Complete Section D if you are requesting an expansion to the size of your fleet.  
Obtain signature of agency head or designee in Section B.  
Agencies are not required to submit page two of this form if Sections C-E are not required.  
Submit the signed form to the State Fleet Management Program. Address and fax numbers are displayed at the top of this page.  
Interagency Mail: Room 760, Harry S. Truman State Office Building  
The signed preapproval form will be faxed back to the contact indicated on the top of page one.

#### SAM II FINANCIAL PURCHASE ORDER INFORMATION

Agencies must use one of the following commodity codes when processing a PGQ or PDQ document:

07006 – Automobiles & Station Wagons  
07007 – Autos, Station Wagons, Vans, Trucks, Alternative Fuel  
07048 – Trucks (One Ton and Less Capacity)  
07092 – Vans

Agencies do not have to enter a SAM II purchase order prior to submission of the preapproval form. If the purchase order number is indicated on the preapproval form, it will be approved in SAM II after the State Fleet Manager approves the preapproval form. If the purchase order number is not provided, agencies must contact the State Fleet Manager with the SAM II purchase order number and the SFM Tracking Number from the top of the preapproval form and indicate that the purchase order is ready for approval.

#### VEHICLE CREDIT INFORMATION

If your agency would like to purchase a vehicle with vehicle credit funds, please submit the Vehicle Credit Request Form with the Vehicle Preapproval Form. Your request to purchase a vehicle with credit funds must be approved before a purchase order can be fully processed. All vehicle credit purchases must be made in accordance with the signed interagency spending delegation agreement and Vehicle Credit Procedures. Procedures and the request form can be found at: <http://www.oa.mo.gov/gf/fm/ssp.htm>.

QUESTIONS: Contact Cynthia Dixon, State Fleet Manager at 573/751-4534.